



We All Belong AmeriCorps* State Program

Hosted by the City of Burlington's Community and Economic Development Office

Vermont's population is becoming more diverse and reflective of a global citizenry. The We All Belong Program works with Burlington area non-profits, schools and city departments to help **create inclusive workplaces** and to offer more culturally competent **services, events and programming** for Burlington's increasingly diverse community. The City of Burlington seeks to address issues of race and gender inequity by making organizational shifts in programs and services. AmeriCorps* State members support these shifts by serving with a participating agency as a full or part-time volunteer.

Position Title: Community Outreach Assistant, Part Time Position Community & Economic Development Office (CEDO)

The Community Development Program of CEDO is seeking a part time Community Outreach Assistant to support and coordinate engagement efforts under the direction of the Public Engagement Specialist, while also supervising and guiding City Hall Interns in the spring and summer. This would generally include supporting the Neighborhood Planning Assemblies, Advisory Committee on Accessibility, Diversity & Equity Strategic Plan initiatives, Mayor's Youth Advisory Council, and other community and neighborhood constituencies. It would also require proficiency in social media communication tools to help with CEDO's online engagement efforts. Applicants must be available some evenings and weekends, and have versatile communication and relational skills.

Key responsibilities will be to:

- **Explore** opportunities to build relationships with underserved communities and connect them with existing community engagement infrastructure and networks
- **Promote** a positive, guided learning experience for high school and college interns that encourages collaboration and professionalism
- **Support** Neighborhood Planning Assemblies (NPAs) and the Advisory Committee on Accessibility through compliance with Open Meeting Law and general organizational assistance
- **Research** municipal tools, resources, and examples that help advance social justice, diversity and equity, youth empowerment, and accessibility
- **Advance** community awareness and connectedness about City and community events and initiatives through social media engagement tools

Skills and Qualifications

- **Knowledge** about Burlington's neighborhoods and community initiatives
- **Self awareness** in personal reflection, ability to supervise others, and ability to take direction
- **Experience** serving with people from diverse backgrounds and experiences
- **Self initiative** to drive projects and tasks forward with collaboration and communication
- **Leadership** to serve as an integral part of a team of energetic and committed individuals
- **Commitment** to supporting community needs and promoting healthy dialogue
- **Background** in community development preferred, no specific educational degree is required

Part Time AmeriCorps positions are 900 hours of service from January through August 2015. Part time benefits include a \$6,519 living allowance and a \$2,822 Education Award. We All Belong AmeriCorps* members join a team of 16 other members, each serving in agencies and organizations across the Burlington area.

If you need an accommodation, please call 802-865-7144 or for more information on the program see our website:

<http://www.burlingtonvt.gov/CEDO/AmeriCorpsState-Program>

How to Apply

Send a resume, cover letter and two (2) references to Marcella Gange, Interim Program Director. **Please send as one PDF document with email subject line listing the position title to mgange@burlingtonvt.gov.**